

**CITY OF CARLSBAD
CLASS SPECIFICATION**

JOB TITLE: **RECORDS SUPERVISOR**

DEPARTMENT: **POLICE**

BASIC FUNCTION:

Under general supervision, supervises and participates in the preparation, processing, and management of law enforcement records; acts as the Custodian of Record; supervises reception desk operations. Performs related responsibilities as required.

DISTINGUISHING CHARACTERISTICS:

The Records Supervisor is a non-sworn, single-position class responsible for the supervision of police records and departmental reception functions. The incumbent must also function as a member of the department's management team and participate actively in addressing issues of concern to the department which at times may not have a direct impact on his/her area of specialization.

KEY RESPONSIBILITIES:

Supervises and participates in activities involving the preparation and processing of law enforcement records; directs files management; maintains security of records and ensures that information is released in accordance with laws, and established departmental policy and procedures.

Supervises reception desk operations; directs record keeping and ensures security of the cash register and petty cash; authorizes requests for replacement funds and approves the use of petty cash vouchers in accordance with established policy and procedures.

Provides instructions to subordinates and answers questions; coordinates the scheduling and completion of work unit projects by determining operational priorities and resolving work load problems; inspects work for accuracy and completeness; evaluates work techniques and methods for conformance to established work standards, and alters methods or procedures as necessary to achieve objectives.

Responds to inquiries from the public, other departmental or City employees; resolves complaints; provides information requiring an understanding of departmental operations, policies and procedures.

Responds to all subpoena's of law enforcement record; as the Custodian of Record, ensures timely and appropriate response to subpoena's; appears in court to testify regarding the subpoenaed documents as required/

Conducts training; prepares and maintains operations manuals associated with records functions; advises and otherwise provides assistance to other department personnel regarding records services.

Participates in the development of, and implements policies and procedures relating to the preparation, processing, maintenance, access and use of law enforcement records; notifies department personnel of changes to those policies and procedures.

Requisitions supplies and other materials as needed, and maintains an inventory of supplies; participates and assists in the evaluation of capital equipment required for record operations; assists in the resolution of problems relating to departmental office and telephone equipment.

Directs the preparation of departmental payroll records in keeping with established accrual limits and maximums, and FLSA requirements.

Maintains and compiles statistical data, performs analysis and prepares reports; develops and submits recommendations as required.

Participates in the selection of subordinate personnel; evaluates performance; provides counseling and initiates disciplinary action.

Represents the department in relations with professional associates, other agencies and organizations; represents the immediate supervisor in his/her absence, in meetings or court appearances as assigned.

REPORTING RELATIONSHIPS:

This position reports to a Police Captain.

QUALIFICATIONS:

Knowledge of:

Organization and functions of a municipal law enforcement department.

Principles and methods of law enforcement records management; computerized systems used for records management in municipal law enforcement agencies; general office procedures.

Laws, codes, regulations and policies relating to the control of law enforcement records.

Practices of supervision, training and performance evaluation.

English usage, spelling, punctuation and grammar.

Planning, scheduling, and coordinating records activities.

The operation of all automated equipment, and the performance of the most difficult tasks associated with a police records systems.

Ability to:

Supervise, train and evaluate others involved in related activity.

Participate in the development of, and implement operational policies and procedures effectively.

Communicate effectively in written and oral form.

Deal constructively with conflict and develop effective resolutions.

Meet the public in situations requiring diplomacy and tact.

Compile and prepare statistical reports.

Develop and maintain cooperative relationships with those contacted in the course of work.

EXPERIENCE AND EDUCATION:

Any combination of education and/or experience that could likely provide the required knowledge, skill, and ability is qualifying. A typical way to obtain the required knowledge, skill, and ability would be:

Three years of increasingly responsible experience in police records preparation, processing, and maintenance, including or supplemented by specialized training in automated records systems.

Specialized training in records management and supervision is desirable.

DATE APPROVED: